

City of Lowell
Job Description
Please Post: September 21, 2016
Deadline: October 5, 2016
Department of Public Works
Junior Clerk

Job Title: Junior Clerk (2000-24, 2325)
Department: Department of Public Works
Reports To: DPW Commissioner, Head Clerk and any other designated personnel
Union: AFSCME
Salary: \$17.1846 (min) to \$20.3360 (max) per hour- 35 hours weekly.

SUMMARY Provides business office clerical assistance by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Investigates records, files and other information resources to obtain necessary information.

Classifies information according to office procedures.

Writes, types, or enters information into computer to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another.

Proofreads records or forms. Verifies work to ensure accuracy. Counts, weighs, or measures material. Sorts and files records.

Processes purchase/ service orders; payroll; special department reports; data entry; word processing, etc.

Answers telephone, conveys messages, and runs errands.

Photocopies documents.

Performs related duties as required.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Applicants must have at least six months to one year of office experience.
Ability to type 30 words per minute, data entry, arithmetic computation.
Pleasant phone mannerism and tact in dealing with the public.
Ability to handle multiple tasks at once.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The city of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ October 5, 2016.

Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer